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OEL 016-69

10 JAN 1969

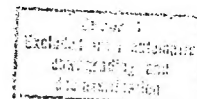
MEMORANDUM FOR: Deputy Director for Science and Technology  
ATTENTION: DD/S&T Records Management Officer  
SUBJECT: Quarterly Report on Records Purge  
REFERENCE: Memorandum from DD/S&T to OEL dated  
5 November 1968 (DD/S&T 4299-68)

1. The Office of ELINT has underway a two phase approach to the records purge. The first phase consists of the OEL Records Management Officer surveying each and every safe in OEL for the purpose of reducing current holdings which are no longer needed at Headquarters. Eight cubic feet of files have been sent to the Records Center during the past quarter and some twenty-two cubic feet have been destroyed. A system of starting new file folders with the new calendar year to facilitate retirement to the Records Center and then destruction automatically after two years is being investigated.

2. The second phase consists of updating our Records Control schedule. The schedule is being modified to reflect organizational changes in OEL including the formation of the new Special Systems Division. Coordination with OSP is necessary since both offices are receiving the same cables and reports. It is hoped that where our Records Control schedule calls for the destruction of selected records after two years' retention, the Records Center personnel will in fact destroy these records.

3. OEL's current holdings in the Records Center consists of 187 cubic feet. The inventory of these holdings has been studied by the Divisions involved, and very shortly a list of records that OEL no longer needs will be sent to the Records Center calling for their destruction. It is hoped that the extreme reluctance by Records Center personnel to destroy records we no longer need can be overcome. This purge of our records should reduce the OEL total to less than 100 cubic feet.

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4. Consideration is being given to the guidance on retention of historical documents as issued by the CIA Records Management Board.



Chief of Staff  
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